

West Virginia University Airplane Reservation Form

1. General business purpose for trip: WV economic development and student recruitment

2. Department contact/ phone number: Amy 3-8763

3. Destination airport (if known): CMH

4. Destination address: CMH airport

Leg: Trip date: Departure City: Departure Time: Arrival City:

1	March 6 2019	MGW		CMH
2	March 7 2019	CMH		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee	Both legs	WVU President	President's Office	Multi-purpose trip: President Gee will meet with consultants regarding creating a regional strategy between WV, PA and OH and how WVU can further initiate change within our state and beyond. Dr. Marsh will meet with the VP and Founder of Big Red Rooster, a brand experience/marketing firm regarding business development. Additionally, Dr. Marsh will meet with WVU consultants in Columbus regarding the marketing meeting. The evening of March 7, all passengers will attend WVU's "Ask Us Anything" event in Columbus. Ask Us Anything is an opportunity for local high school students and parents (as well as recently admitted students and parents) to speak directly with WVU administrators on the admissions process.	4, 6
2	Clay Marsh	Both legs	VP, HSC	Vice President, HSC		
3	Ann Berry	Leg 2 only	AVP University Relations / Marketing	University Relations		
4	Corey Farris	Leg 2 only	Dean of Students	Student Life		
5	Meshea Poore	Leg 2 only	VP for Diversity, Equity and Inclusion	Diversity, Equity and Inclusion		
6	George Zimmerman	Leg 2 only	Executive Director of Admissions and Recruitment	Enrollment Management/ University Relations		
7						

5. Lead passenger name / cell number: Gee- on file

6. Ground transportation:

No ground transportation required.

I prefer to set up my own ground transportation.

I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:

No catering required.

Catering is required. Details: _____


8. Signature of WVU President, Vice President, Chancellor or designee:

X 

Printed: Amy Garbrick

Date: 3.5.19

For internal use:

9. Approved by WVU President's Office: 

Date sent to LJ Aviation: 3.5.19

Printed name: Amy Garbrick

Updated: 12/29/2014